

~~SECRET~~

Subj

Report

29 OCT 1963

MO/SDR-1069-63

ADM-4

MEMORANDUM FOR: Assistant Directors: OCB, OEL, OSM, OSA, and ODI  
 SUBJECT: Contracting for R & D and Equipment Requirements

1. The Deputy Director (Support) has formally requested the cooperation of all Agency components in planning their contracting programs to avoid an excessively heavy work load placed on the Office of Logistics in the fourth quarter of the fiscal year. Approximately one-third of the total Agency procurement program was undertaken by the Office of Logistics in the fourth quarter of FY 1963.

2. It is in everyone's best interests that the Offices of the ID/SDR make every effort to comply with the request of the Deputy Director (Support). A more even distribution of the contracting work load ensures the more economic utilization of Agency funds. Moreover, a possible additional benefit might be derived through the greater likelihood of MO/SDR participating in the use of year-end Agency supplies should the greater bulk of Office contracting requirements be accomplished prior to the fourth quarter of the fiscal year.



Executive Officer  
 Deputy Director  
 (Science and Technology)

## Distribution:

- 1 - Each Addressee
- 1 - [Redacted]
- 1 - PP/Staff
- 1 - [Redacted]
- DD/S&T Subj
- 1 - DD/S&T Chrono

DD/S&amp;T

(28 Oct 63)

~~SECRET~~